Committee Form and Function

Reviewed Date		Number	GEN0106
Revised Date	October 22, 2024	Approved Date	September 25, 1996

Introduction

Committee work is an integral part of how we communicate within and between departments and programs and accomplish the work of the agency. It is critical that time and resources spent on committee work are used effectively.

Purpose

The purpose of this policy is to establish agency parameters and procedures for the formation, function and disbanding of committees.

Legislative Authority

N/A

Policy Definitions and Interpretation

This policy applies to all internal committees, workgroups and task groups and to external committees, task groups and workgroups created by the health unit to address program or operational needs. For the purpose of this policy the following definitions apply:

Committee: A group of individuals meeting on an ongoing basis for a common purpose. The terms task group, work group, council and coalition could also be used to describe this collective. *Agency level committees* generally have representatives from across departments and address issues of relevance to governance, operations and agency level programming. *Program and department level committees* address issues of relevance to the operations or programming in one department that do not impact the broader agency.

Policy

All committees will establish Terms of Reference (ToR) in accordance with agency standard (see Appendix A). The ToR for Agency Level Committees are approved by Executive Committee if involving more than one department. Executive Committee reviews the ToR for agency level committees every three years or if the agency level committee extends its term of operation or increases the commitment of time required by either increasing membership or if or if there is another change that needs approval.

Department Vice Presidents/Associate Medical Officer of Health (AMOH) approve the Terms of Reference for their respective department committees. Program level committees shall be approved by the applicable manager. Committee members will have a clear understanding of the committee form, function, mandate and reporting structure. Committee members will also understand who they represent and the process for communicating with other relevant individuals or partners.

The Committee Chair will ensure that the discussions, decisions and actions of committees and committee members are documented in minutes. Other meeting materials including briefing notes, reports, presentations etc. are maintained in accordance with agency records management standards.

Each committee will review their Terms of Reference annually and revise as necessary.

Executive Committee will ensure that cross department committees form, function and disband according to their Terms of Reference and agency procedures. Vice Presidents/AMOH will ensure that committees formed within their department function and disband according to their Terms of Reference and department procedures.

Procedures

1. Proposals that include Terms of Reference for program or department level committees are reviewed/edited and approved or denied by the respective department Vice President/AMOH.
   a) Program committees under the leadership of the relevant manager will draft annual workplans for approval by the Vice President/AMOH and provide progress updates to the Vice President as required.
   b) The Vice President/AMOH will assess annually if a department or a program committee should continue, be redirected or disbanded.

2. Proposals that include Terms of Reference for agency level committees are considered by the relevant department Vice President/AMOH and, if appropriate, presented to Executive Committee.
   a) If Executive Committee does not approve the formation of a committee, rationale for this decision is communicated to the manager via the department Vice President/AMOH.
   b) If Executive Committee approves the formation of a committee and their Terms of Reference (includes membership, timelines and reporting), this decision is communicated via the department Vice President/AMOH.
   c) Agency level committees will always have one Vice President or AMOH as a committee member and//or as a committee chair.

3. Disbanding of a Committee.
   a) The relevant Vice President/AMOH or Manager of the committee will document the rationale for disbanding a committee and will identify any priorities that may need to be addressed through alternative means
   b) The relevant Vice President/AMOH will approve or deny the disbanding of a specific department or program committee.
   c) Approval from the Executive Committee is required to disband agency-level committees.

Related Policies

N/A

Related Forms

N/A

Review/Revision History:

Revised August 14, 2024
Revised June 8, 2011
September 2010 Policy Number Change – previous number C5.050
Revised: Sept. 24, 2008
October 22, 2024

Appendix A

Terms of Reference Template for all committees

Purpose (why)

Describe why the committee exists (rationale) and what you want to achieve (goal). Purpose should be short and concise.

Objectives (how)

Specific statements which describe in greater detail the scope of work required to achieve the goal. These objectives will be used to guide work plan development. Objectives are to be specific and measurable.

Composition (who)

Defines the membership of the committee using position titles. Composition should also identify who the members represent to clearly define relevant groups and scope of expectations for consultation and communication.

Ad hoc membership should be defined if required.

Term of Service

Define whether members have been elected or appointed.

Describe the expected length of service.

Describe the process for membership change.

Term expiry should also be documented in the membership listing.

Role of Members

Describes the responsibilities of members and defines the member's role in soliciting input to committee discussions and communicating committee decisions to stakeholders.

Role of Chair

Describes the responsibilities of the Chair which include:

- Approves the agenda and ensures approval of minutes
- conducts the meetings
- ensures discussions, decisions and actions of committees and committee members are documented in formal minutes
- ensures appropriate access to committee files for committee members and the creation and maintenance of a committee distribution list to enable effective communication
- defines a record steward for the committee materials and ensures meeting materials including minutes, briefing notes, reports, presentations etc. are maintained in accordance with agency records management standards
- approves the draft agenda, minutes, notices and correspondence prepared by the secretary.

Role of Administrative Support

Describes the responsibilities of the administrative support which include:

- prepares and distributes agenda and related information prior to each meeting
- prepares and maintains meeting schedules & reserves meeting rooms accordingly
- documents minutes of meetings, revises minutes per feedback from committee members
- Note - Drafts are not official documents and would not be maintained after the document is finalized.
- manages the records of the committee including electronic (see Appendix B) and paper files
- ensures committee minutes as well as other committee reports, presentations etc. are posted to the intranet for staff reference.

Meeting Frequency

Describes the usual pattern of meetings including frequency, duration and process for calling additional meetings. This component provides guidance to staff and Managers on the time commitment required when considering membership.

Duration of Committee

Define whether the committee is ongoing or time limited (term and task).

Reporting To

Define by position or group to whom the committee reports. If the committee reports through to another committee, identify the process for reporting to that other committee or the position through which the committee chair will report.

Minutes Distribution

Define the distribution protocol for the approved committee minutes and for any other meeting materials.

Records Management

Defines ownership (steward) and format of the original committee records.

Sets out the file path for electronic folders for committee materials.

Date Committee Formed

Date the committee Terms of Reference are initially approved.

Review of Terms of Reference

Agency expectation for review is a minimum of annual. Dates for review and revision will be documented.

Review/Revised

Specify date in yyyy/mm/day format

Specify whether the action was a review or revision. Review would be a process that would result in no required change. Revision would be a process that resulted in a change to the Terms of Reference. The revision date would be documented as the date the changes to the Terms of Reference were approved by the appropriate body.

Membership List

Specify the role of each member (member or chair) and position of individual (Vice President/AMOH, Manager, PHN, PHI, Department representative)

Appendix B

RECORDS MANAGEMENT STANDARDS - COMMITTEE RECORDS August 14, 2024

Folder	Subfolder	Sub Subfolder	File
Committee Name (Prefix AD03 or CR04 e.g. CR04Executive)	**Year** (2008)	**Meeting Date** MonthDay(0105)	**Agenda** (CommitteeNameDateag – Ex080204ag)
			Attachments (CommitteeNameDateAttAgendaItem#Title) - Ex080204att4.1EnhancementsRep1) For briefing notes
			Presentations (CommitteeNameDatepptAgendaItem #Title – Ex080204ppt4.1EnhancementsRep1)
			Motions (CommitteeDatemotAgendaItem #Title – Ex080204mot4.1EnhancementsRep1)
			Resolutions (CommitteeDateresAgendaItem #Title – Ex080204res4.1EnhancementsRep1)
			Items of Information (CommitteeDateinfoAgendaItem #Title – Ex080204info9.12007BdgtApprovalLetter)
			Minutes (CommitteeDatemin – Ex080204min)
		Meeting Schedules MtgSched	(CommitteeNameDateSched – Ex080101)
		Operational Plan OpPlan	(CommitteeNameDateopplan – Ex080204opplan)
		Correspondence	(CommitteeNameDateletSubject–Ex080101letmunlevy)

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	Terms of Reference ToR		(CommitteeNameDateToR –Ex080101ToR)

Best Practices in setting up and managing committee records:

- Apply same system to paper and electronics
- Electronic files should have final copies of material only. Where possible save original files as PDF for retention
- Changes should not be made to documents that have been distributed (save as a new draft or a new version)
- Rely on chronological dating, attachment, draft or version numbering and alpha order to organize materials in folders.
- Presentations could be part of the meeting record - avoid multiple copies, identifying the original presentation and using version tracking for updated presentations:
    - Presentation is to be saved as a PDF in the meeting record file
    - Administrative support for the committee arranges distribution of committee materials to a defined list of committee members
    - Follow up as part of records retention and destruction

- Ownership of the records
    - Need to define for each committee the person responsible for maintaining the official committee records and applying records management principles.
- Original
    - For each committee need to define whether the original records are paper or electronic.

- Records Sharing
    - Committee terms of reference should define who receives or has access to committee information including reports, briefing notes, presentations etc. Where possible, the agency intranet should be the de facto standard for sharing committee related information with those beyond the committee and for accessing approved or finalized information from pervious committee meetings.

- Recommended Naming Conventions:

Name	Abbreviation
Board of Health	BoH
Executive	Exec
Management	Mgt
Meeting	Mtg
Presentation	Ppt

Agenda	Ag
Briefing Note	BN
Minutes	Min
Terms of Reference	ToR
Attachments	Att
Clinical Service Department	CSD
Corporate Services Department	CORP
Environmental Health Department	EHD
Community & Family Health Department	CFH
Office of the Medical Officer of Health	OMOH
Versions are final documents that are used for a business purpose and then modified or updated for another purpose that was directly related in scope and content. Each version is a record maintained in accordance with record management retention schedule for that class of document.	V = V# with the coding falling at the end of the file name before the extension. Versions would be numbered chronologically (e.g. V1)